

**DISTRICT 5 CRITICAL REQUIREMENT LIST**  
**Consultant CEI Contracts**

**Quality Assurance Plan**

1. Has the CCEI firm submitted their Quality Assurance Plan to the FDOT Construction Project Manager? (30 days after award)
2. Has the CCEI firm performed a Quality Assurance Review within the last 6 months?

**Final Estimate Quality Control Plan**

3. Has the CCEI firm submitted their Final Estimate Quality Control Plan to the FDOT Construction Project Manager? (prior to start)
4. Has the CCEI firm performed a Final Estimates QC Review/Meeting at the interval shown on their Plan?

**CEI Contract Funds**

5. Has the monthly invoice been submitted no later than the 20<sup>th</sup> day of the following month?
6. Does the CCEI Firm have a method of tracking their contract funds?

**Personnel**

7. Does the CCEI Firm have a method of tracking personnel qualifications?
8. Does all project staff have the required qualification per the Scope of Services?
9. Does all project staff have an approved "CCEI Personnel Action Request"?

**Scanning**

10. Does the CEI Firm have QA Plan for scanning documents on Hummingbird?
11. Is the CEI Firm current with scanning files on Hummingbird? (no later than 30 days)

**SiteManager**

12. Is the CEI firm current with the daily reports on SiteManager? (no later than 30 days)

**Resolution Tracking System**

13. Is the CEI firm current with entering issues on the Resolution Tracking System? (no later than 30 days)

**Tracking systems**

14. Does the CEI Firm have a tracking system for the following:
  - a. Claims
  - b. Contingency Funds / Work Orders
  - c. Environmental Permit Requirements
  - d. Issues
  - e. JPA
  - f. Pay Items
  - g. RFI
  - h. SA
  - i. Shop Drawings

**CIM**

15. Contact list is up to date in CIM System

**FDOT Project Manager**

16. Is the FDOT Construction Project Manager in responsible charge?
  - a. Aware & Initials SAs & WOs.
  - b. Aware of potential claims.
  - c. Aware of RTS issues.